

# *Work Acceptance*

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## **Scope**

This process defines the steps required for individual Districts, Labs and Centers (i.e., USACE Activities) to assess their capability to accept new work from both existing and new customers, and to establish authorities and procedures for work acceptance and assigning accepted work. This process also ~~describes~~ covers how USACE activities will assign work that Headquarters and Congress have directed them to perform.

## **Policy**

Add document names to all references.

*ER 5-1-10*[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf>]

*ER 5-1-11*[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

*ER 37-1-26*[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf>]

*Thomas Legislative Information on the Internet*[<http://thomas.loc.gov>]Note: check hyperlink

*WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments*[<http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html>]

*ER 1140-1-211*

*US Codes*

*ER 37.2.10* related to parking lot issue

## **Responsibility**

The ~~Outreach Coordinator, in coordination with the~~ DPM, is responsible for accepting new work and notifying/assigning new work to the appropriate Program Manager ~~when forwarded from a USACE employee.~~

~~The Program Manager is responsible for accepting new work within their programs on behalf of USACE or informing customers that we cannot do the work that they request.~~

The Program Manager is responsible for advising the DPM on the acceptability of work and on assigning the work if accepted, and for coordinating with the MSC Program Manager if the work is outside of the AOR.

USACE employees who receive inquiries for potential new work are responsible for notifying the ~~appropriate Program Manager or the Outreach Coordinator~~DPM.

District Commander is responsible for informing customers when work cannot be accepted.

Major Subordinate Command (MSC) Program Manager is responsible for coordinating work between MSCs and across AOR boundaries.

## Distribution

~~Major Subordinate Command (MSC) Outreach Coordinator\*~~

Major Subordinate Command (MSC) Program Manager (PgM)\*

~~Outreach Coordinator\*~~

Program Manager (PgM)\*

System Administrator

Project Manager

USACE Employee\*

## Ownership

The ~~BP/P2 Program Office~~Configuration Management Board (CMB) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

## System References

Acronyms and Glossary[REF1001]

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*Command Workload Analysis and Resource Leveling[PROC1024]*

*Initiating a Project in P2[PROC1005]*

*PMP/PgMP Content[REF1018]*

*Project Workload Analysis and Resource Leveling[PROC1014]*

*Receipt of Funds[PROC1001]*

*Team Establishment[PROC1008]*

## Activity Preface

This process is performed whenever new work is directed from HQUSACE or requested by an existing or new customer. After work is accepted using this process, go to Initiating a Project in P2[PROC1005].

### USACE Employee

1. Receive work request.

The initial work request should include sufficient information to develop a preliminary scope.

- ~~2. Forward work request to appropriate program manager.~~

~~If uncertain of appropriate Program Manager, goto task #3. Otherwise, goto task #5.~~

3. Forward work request to ~~Outreach Coordinator~~DPM.

### ~~Outreach Coordinator~~Deputy for Project Management (DPM)

4. Assign to appropriate Program Manager, ~~in coordination with DPM~~.

### Program Manager (PgM)

5. Determine if work is inside or outside the USACE activity's Area of Responsibility (AOR) or approved ~~by in an existing~~ Memorandum of Agreement (MOA) or Interagency Agreement (IAG).

For additional ~~on the MOA~~, refer to ER 5-1-10[<http://www.usace.army.mil/inet/usace-docs/eng-regis/er5-1-10/entire.pdf>]

**If work is inside the USACE activity's AOR or approved by MOA/IAG, goto task #6. Otherwise, goto task #15.**

6. Determine if work is from an existing program/customer or a new customer.

**If work is from existing program/customer, goto task #7. Otherwise, goto task #12.**

7. Determine if resources are available.

Availability of resources will be determined through coordination with respective resource providers.

Stop and complete **Project Workload Analysis and Resource Leveling[PROC1014]**.

~~The Project Workload Analysis and Resource Leveling process includes analysis of in-house resources and Architect Engineer (AE) requirements and options. It also describes the resource escalation process for resource availability. Availability of resources will be determined through coordination with respective resource providers.~~

If resources are available, goto task #**821**. Otherwise, goto task #10.

~~8. Accept work.~~

~~9. Assign and notify Project Manager and System Administrator (SA).~~

~~End of activity.~~

10. Coordinate within the Regional Business Center (RBC) to evaluate availability of resources in the districts within that Division.

If resources are available, goto task #**821**. Otherwise, goto task #11.

11. Coordinate with other RBCs throughout USACE to evaluate availability of resources in the districts within other Divisions/Labs/Centers in a timely manner.

**If resources are available, goto task 21. Otherwise, goto task #11.1**

## **District Commander**

**11.1 Inform customer USACE cannot accept work and offer assistance to redirect to other sources.**

~~**Goto task #8.end of activity**~~

## **Program Manager (PgM)**

12. Determine if work meets requirements of Thomas Amendment.

Refer to [Thomas Legislative Information on the Internet](http://thomas.loc.gov/)~~or~~ [WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments](http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html) for requirement details.

**If Thomas Amendment requirements are met, goto task #7. Otherwise, goto task #13.**

13. Request waiver from the Thomas Amendment through Major Subordinate Command (MSC) to HQUSACE or decline work.

**If a Thomas Amendment waiver is received, goto task #8. Otherwise, goto task #14.**

14. Inform customer that USACE cannot accept work due to the constraints of the Thomas Amendment.

**End of activity.**

15. Determine if work outside the AOR meets requirements of Thomas amendment.

Refer to [Thomas Legislative Information on the Internet](http://thomas.loc.gov/)~~or~~ [WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments](http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html) for requirement details.

**If work outside the AOR meets requirements of Thomas Amendment, goto task #16. Otherwise, goto task #17.**

16. Determine if work is within the MSC or outside the MSC.

**If work is within the MSC, goto task #10. Otherwise, goto task #18.**

## **District Commander**

17. Inform customer that USACE cannot accept work due to the constraints of the Thomas Amendment.

Provide customer with geographic point of contact if customer chooses to pursue Thomas Amendment waiver.

**End of activity.**

### **Program Manager (PgM)**

18. Contact MSC ~~Outreach Coordinator or appropriate~~ Program Manager.

Person to contact depends on type of work requested.

### **Major Subordinate Command (MSC) Outreach Coordinator, Major Subordinate Command (MSC) Program Manager (PgM)**

19. Contact counterpart in geographic MSC where the work is scheduled to be executed.

### **~~Outreach Coordinator,~~ Program Manager (PgM)**

20. Collaborate with the customer, AOR District and MSC ~~who originally received work request and their own MSC~~ to determine best methods for accomplishing work and notify DPM.

AOR district will also perform *Work Acceptance PROC[1016]* in determining best method of accomplishment.

### **Deputy for Project Management (DPM)**

21. ~~Accept work~~ Notify customer of capability to perform work and invite them to participate as part of Project Delivery Team (PDT).
22. Assign and notify Project Manager and notify System Administrator (SA).

**End of activity.**

**Goto *Initiating A Project in P2/PROC1005*.**





